

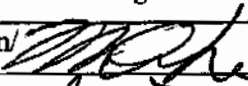


## EM Facility Representative Group Operating Manual

Chapter: FR-OM-03

Title: Logkeeping

Issue Date: 06/03/05

Revision: 02

	Name/Signature	Date
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### 1.0 PURPOSE

The Purpose of this chapter is to establish the expectations applicable to logkeeping by EM Facility Representatives (FR). Such logs are only for use by the individual FR as an aid in their documentation of issues and report preparation. All issues and findings are documented in ORION2.

### 2.0 REFERENCES

- 2.1 DOE-O-5480.19, Conduct of Operations Requirements for DOE Facilities
- 2.2 DOE-STD-1035-93, Guide to Good Practices for Logkeeping
- 2.3 DOE-STD-1063-2000, Facility Representatives
- 2.4 ORO-EM-3.2, Facility Representative Program

### 3.0 REQUIREMENTS

#### 3.1 General Requirements

- 3.1.1 EM FR logkeeping is **not** vital to EM facility or process operations. FR logs are not intended to be used to reconstruct an adverse activity or an event. Therefore, it is not mandatory to maintain a formal log detailing the FR activities and their discovery of potential issues to the degree operations personnel or asked to maintain. The FR activities and their discovery of potential issues can be recorded or maintained on most any media format (desktop computer, PDA, Laptops, notepads, etc.) conducive to recording information that can be easily retrieved and transferred to ORION2, where the formal record of activities and issues is maintained. For the purpose of this procedure an FR log is considered to be any media format that fits the above description.
- 3.1.2 If a more detailed written log is desired by a FR then it is recommended they use DOE-O-5480.19 *Conduct of Operations Requirements for DOE Facilities* and DOE-STD-1035-93, *Guide to Good Practices for Logkeeping* as guidance for writing their logs.

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- 3.1.3 Each FR should keep track of (through some media format) significant events, activities, conversations, meetings or other items related to issues that need to be brought to the attention of DOE management and/or the contractor.
- 3.1.4 Once the recorded information is no longer needed and all pertinent information is in ORION2 then the log can be discarded at the discretion of the FR.

### 4.0 RESPONSIBILITIES

#### 4.1 Facility Representatives Team Leader (FRTL)

- 4.1.1 Establish and maintain guidance for FR Logs.
- 4.1.2 Periodically review the entries in the ORION2 system for correctness and understanding. This will provide the FRTL with an understanding of what activities are being conducted in the field.

#### 4.2 Facility Representatives (FR)

- 4.2.1 Through some media format as described in this chapter keep track of significant events, activities, conversations, meetings or other items that need to be documented in ORION2.
- 4.2.2 Input issues into ORION2 as needed.

### 5.0 DEFINITIONS

- 5.1 None

### 6.0 ATTACHMENTS

- 6.1 None